

OPAC BILLING INSTRUCTIONS Form 9-2048

{November 1999}

The following are instructions for completing Form 9-2048, OPAC Billing Request. Information regarding the OPAC system is found in Survey Manual 336.1 which is currently being revised. Revised form 9-2048 will be included in the INFORMS software. All data requested on the form must be completed unless otherwise noted. The billing office is to retain documentation supporting the billed amount, and provide documentation to the customer as required in the agreement.

USGS OPAC Billing Request No. - Each form will be assigned a request number by the billing office. The number should be in the standard USGS bill number format including the fiscal year the bill was issued, the office's Organization code (cost center) and 5-digit reference number (i.e. 9-6121-01234). Note: Dashes are not required as part of the bill number.

1. Information Required by Treasury - In order to process OPAC billings and collections, the information described below is required by Treasury:

USGS Contact and Contact Phone No. - The name and telephone number of the person in the Division to be contacted if there is a question regarding the OPAC bill.

Customer's ALC - The 8-digit Agency Location Code (ALC) number assigned to Federal customers by Treasury. In order to bill the appropriate ALC, the number is to be obtained from the customer. The ALC is to be included on all reimbursable agreements with, and orders from, other Federal customers where the USGS is required to bill the customer.

Customer's Reference Numbers - OPAC billings must include the customer's ordering and/or obligating document number. This reference number is either the **Customer's Agreement Number**, such as a DOD agency's MIPR number, or the **Customer's Purchase Order/Contract Number**, where the customer has issued a purchase order to, or entered into a contract with, the USGS. If both numbers are available to the billing office, both are to be included on the form in order to assist the customer in identifying the customer's obligation.

Pay Flag - Indicator pertaining to the type of billing: P = partial billing, F = final billing. An "F" in this field will indicate to the customer that the bill is the final one to be issued by the USGS for this agreement/order and may result in the customer de-obligating any balance remaining.

Quantity, Unit Price, Unit Issue - These items indicate 1) the number of items billed, 2) the price of each item, and 3) the type of units (i.e. 'EA'). Most USGS billings are for reimbursement of services under an agreement, and for those billings, the Unit Issue will be EA. For example, if billing for completed services under a reimbursable agreement for \$10,000.00, these fields would be completed as follows (see example #1):

Pay Flag: F Quantity: 1 Unit Price: \$10,000 Unit Issue: EA

If billing for a partially completed order of 1000 publications, maps, etc, under an agreement or contract for 2000 items @ \$5.00 each, the fields would be completed as follows (see example #2):

Pay Flag: P Quantity: 1000 Unit Price: \$5.00 Unit Issue: EA

Description - This 160-character description is to include any additional information required by the customer which is not already included on the Form, such as the customer's accounting classification information, or may include any other information to further assist the customer in identifying the billed amount. For example, the Accounting Classification information included on DOD MIPR agreements is to be included in the Description. Also, if the billing is prepared quarterly or is an otherwise scheduled billing, that information should be included in the Description, such as "Quarterly billing per agreement".

2. USGS Accounting Information Required for FFS: In order to credit OPAC collections to the appropriate agreement or account number in FFS, the following data is required. For reimbursable agreement billings, the data in these FFS fields must match the information included in the respective CAHT/CALT records in FFS.

Column 2a provides for the accounting information for a single amount billed against one agreement and BFY. Column 2b provides for distributing a billed amount to multiple agreement numbers or BFYs. As an example, if an ALC was being billed under one USGS agreement number and the collections are to be applied to three different BFYs, the BFYs and respective amounts would be indicated accordingly in column 2b. The **Total amount billed** would be included in column 2a (see example # 3)

Billed Amount - The amount to be billed to the customer agency. If the USGS is sending funds to the customer agency (credit OPAC), **the amount must be preceded by a (-).**

BFY - The 4-digit budget fiscal year(s) to be credited with the OPAC collection.

Fund - FFS fund/appropriation, such as 0804, 901, etc.

Org Code - The appropriate division organization code. For refunding previously recorded expenditures, this code will be the first four digits of the division's account number to be credited.

FFS Agreement No. - The reimbursable agreement (RA) number established in FFS by the division to be credited with the OPAC collection.

Vendor Code - The appropriate vendor code (customer number) identifying the reimbursable customer in FFS. The vendor code is required on ALL billings, including refunds of expenditures.

Job/Project Account No. and BOC (required for refunds only) - The 5-character account number and 4-character object class to be credited (multiple BOCs may be credited, see Example #4).

3. Signature: All forms 9-2048 must be signed by the appropriate division representative to certify that the bill is correct. Forms which are not signed or are otherwise incomplete will be returned to the Division Contact.

Completed forms are to either be faxed to OFM (703 648-7687), sent as a '.doc' attachment to an Email message addressed to OFM Email address: *clcarlso@usgs.gov*, or sent to the following address:

USGS-OFM-ARB-OPAC
271 National Center
Reston, VA 20192

Questions pertaining to this form or OPAC processing should be addressed to the Accounts Receivable

Branch on (703) 648-7665.